

Eastern District of Missouri CMECF Training



WELCOME EVERYONE!



Objectives

By the end of this training you will be able to:

- Open a case electronically via CM/ECF
- File Documents Electronically
- View Electronically Filed Documents
- Manage your user account options and password
- Explain the rules for electronic signatures
- Access and use PACER
- Understand the difference between PACER and CMECF

Website Information

- Judges pages
- CMECF Info:
- Training Information



CM/ECF Overview

- What is Case Management / Electronic Case Filing?
- How Do I Register?



Electronic Case Filing

- ⦿ Parties submit and file documents with the Court in electronic form through the Internet
- ⦿ The official Court file is maintained in electronic form

Registration Process for CM/ECF

⦿ How to register

- Through the mail or at the Intake Counter
- The form can be found at the Intake Counter or on our website

⦿ Requirements

- The attorney must be a member of the bar of the Eastern District of Missouri
- Or admitted pro hac vice

Basics of CM/ECF

- ⦿ What Does ECF offer?
- ⦿ What are Electronic Case Files?
- ⦿ Preparing Documents for filing
- ⦿ Filing A Document
- ⦿ File Management

What Does ECF Offer?

- ⦿ Remote case filing and docketing
- ⦿ Ability to store, retrieve, review, send, and print documents securely from any location
- ⦿ 24-Hour file access and concurrent access to documents with no waiting
- ⦿ Reduced need for physical storage

Electronic Case Files

- ⦿ Documents stored in fixed electronic format instead of on paper
- ⦿ PDF format (Portable Document Format)
- ⦿ Compatible with all major word processors and computer types
- ⦿ PDF documents can be opened with Adobe Reader (free software)

Preparing Documents for Filing

1. Attorneys create documents on their computer using a word processor of their choice
2. These documents are then converted into a .pdf format
3. Choose a location and save the .pdf document
4. Develop a naming convention that will help you organize and keep track of documents
5. Personal documents should be kept separate from case files

Filing Documents

- ⦿ All documents:

- Max size: 7mb
- If document exceeds 7mb, break it up into smaller parts
- For permission to file documents in paper format call the clerks office at 244-7900
 - Permission can only be granted by the Clerk of Court or the Chief deputy
- DVI must be set to at least 300



Filing Sealed Documents

- ⦿ As of May 1st 2008 attorneys can file documents under seal
- ⦿ Parties will not receive notification
 - Sealed order
 - Sealed minutes
- ⦿ You will not be able to access these documents through the docket sheet
- ⦿ Will be distributed via U.S. Mail



Case Opening

- ◎ Civil cases are opened electronically through CM/ECF.
 - Easy to use
 - You have more control over the filing of your case
 - You can pay your filing fee using Pay.gov while opening the case

How do I pay?

- Filing fees will be paid through Pay.gov
- The Pay.gov system is not controlled by our court
- This system will not electronically store credit card information
- Credit card information must be entered each time a case is opened

Can I still Open a Case at the Clerk's Office?

- ⦿ Yes
- ⦿ You will always be able to open a case at the intake counter
- ⦿ You can no longer open cases via Email
- ⦿ The only way to open a case:
 - CMECF system
 - Front Desk Clerks Office

Opening a Case at the Clerk's Office

- ④ We will open a shell for you
- ④ **You will have to file the documents using our scanner**
- ④ We will not go through the entire process for you

Problems or Questions

- If you make a mistake please do not start over
- Call the help desk for instruction
- After you have been given a case number do not step back
 - You may be kicked out of the system

Case Opening Video

- A video of Case Opening can be found on our website www.moed.uscourts.gov
- Please feel free to ask questions

Viewing Documents

⦿ E-mail Notification

- NEF's (Notification of Electronic Filing) are received when:
 - A document has been filed in a case that you are a party to
- Click on the document # for your free look
 - If you are prompted for a login, USE YOUR CM/ECF LOGIN
 - Not your Pacer login
 - If you enter your pacer login, you will lose your free look

ECF vs. PACER

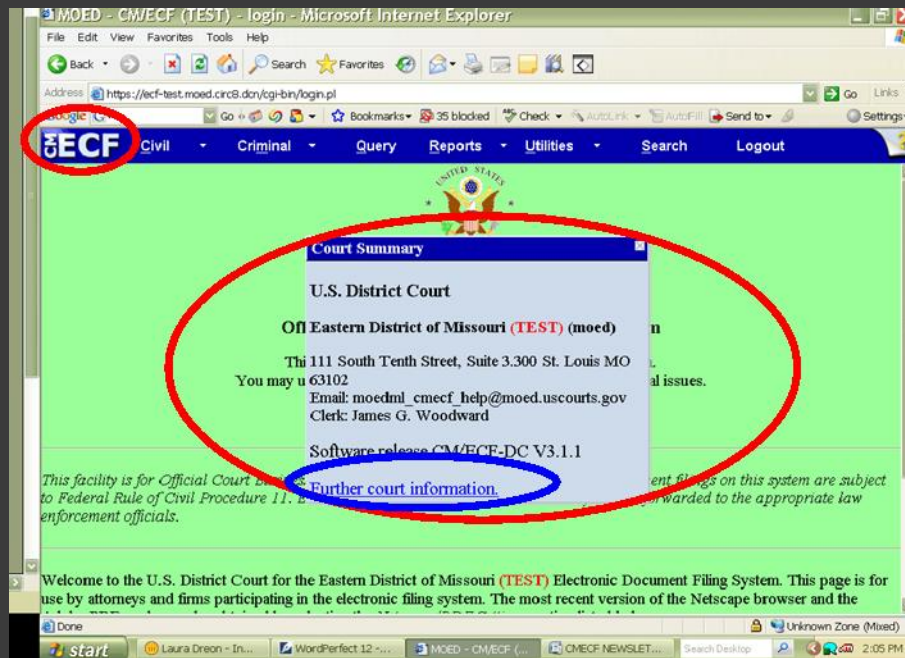
- ⦿ ECF login to file documents
- ⦿ ECF login to view restricted documents
- ⦿ PACER to view general Case Information

PACER Charges

- ⦿ \$.08 per page (54 line = 1 page)
- ⦿ \$2.40 Maximum charge per document
 - First 30 pages
- ⦿ Bill will not be sent until account reaches \$10 in one year



Court Information Option



Cascading Menus

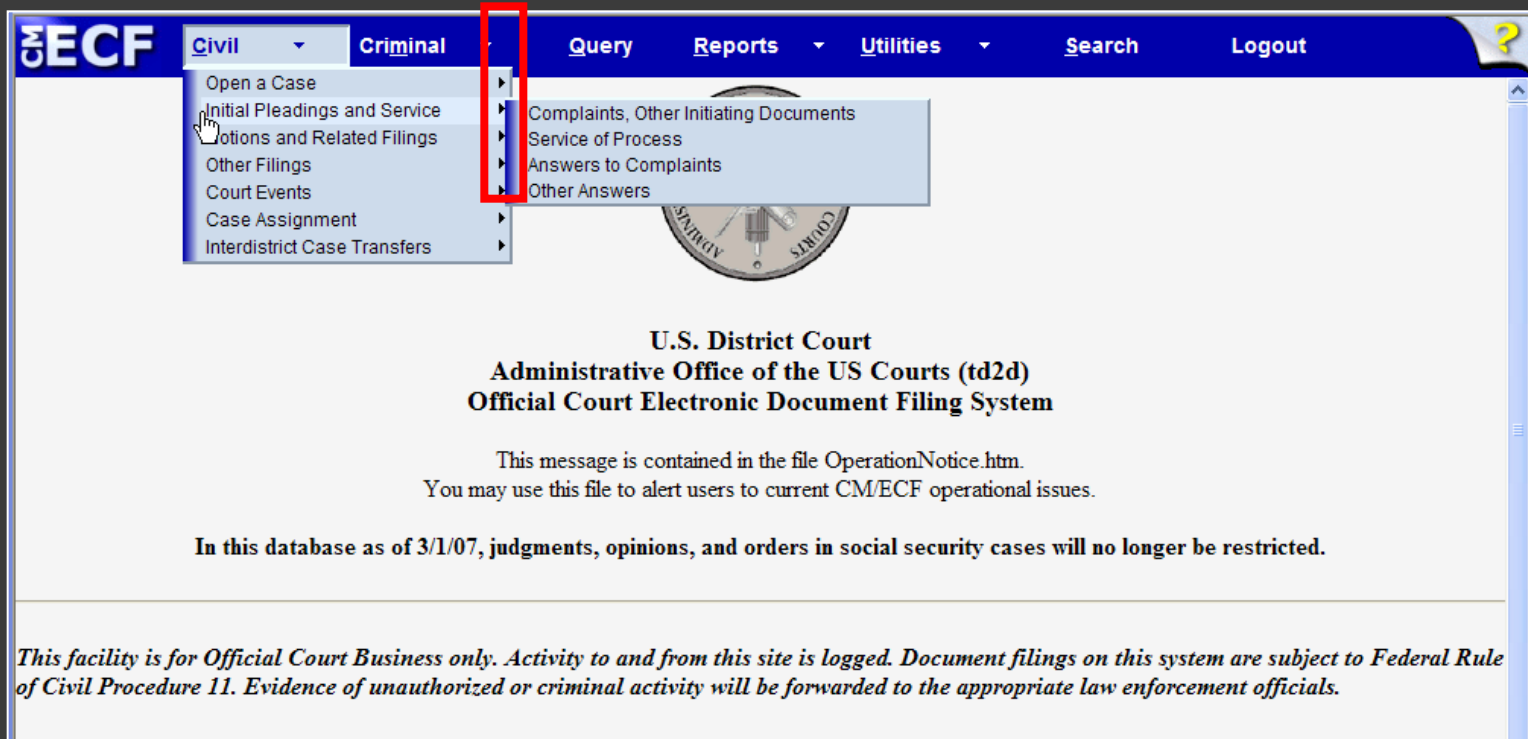
A cascading menu system, available to both court and attorney users has been added. Users have the option of using the new cascading menus or continuing to use the existing static menus.



Notice the Civil, Criminal, Reports, and Utilities selections have a down arrow next to them, which indicates the presence of a sub-menu.

Cascading Menus

A sub-menu may have its own sub-menu, as indicated by the arrow to the right of the menu name.



Placing the mouse pointer over a primary sub-menu option displays the lower level sub-menu. Click the desired menu category to display the events on that

Viewing Docket Sheets

1. Click on Reports
 2. Click on Docket Sheet
 3. Enter Case Number
 4. Run Report
-
- ⦿ Viewing case documents with hyperlinks
 - ⦿ Viewing filing receipts with silver ball icon

Proposed Orders

- ⦿ Any proposed order or judgment should be filed as an attachment to the document to which it pertains.
- ⦿ A courtesy copy should be sent to the court in a word processing format as an e-mail attachment.

Proposed Orders

- ⦿ E-mail address for courtesy copies:
 - MOED_PROPOSED_ORDERS@MOED.USCOURTS.GOV
- ⦿ The e-mail subject line should contain the full case number and the document to which pertains

EXAMPLE: Subject 4:03cv1000-DJS mtn for default
Judgement

NOT FOR SEALED ORDERS - These should be sent via
U.S. Mail

Passwords

◎ Process for Changing Passwords

1. Utilities
 2. Maintain Your Account
 3. More user Information
- Change of mailing address
 - Please keep information current

After making changes you must hit the **SUBMIT** button

Passwords

Security

- It is your responsibility to keep your password secure
 - Do not give anyone your password
 - Do not tape to monitor, leave on desk, etc...
- If you believe your security has been compromised
 - Change your password immediately
 - Notify the Clerk's Office



Privacy

◎ E-Government Act of 2002

- List of Rules

1. Social Security Numbers.....Use only last 4 digits
2. Names of Minor Children.....Use only the initials of the child.
3. Dates of Birth.....Use only the year
4. Financial Account Numbers...Use only the last four digits of the account number
5. Home Address of a non-party...Should not be listed (if necessary only list city, state)

Electronic Signatures

- ⦿ What is the Electronic Signature?
 - s/ Typed Name
 - Ex: s/ Mike Newsham
- ⦿ The s/ signature is only good in conjunction with a login/password.
 - If you are filing a document electronically

*Paper documents must have a handwritten signature

◎ Contacts

- (314) 244-7650 (cmecf help desk)
- (314) 244-7800 (computer help desk)
- (314) 244-7834 (my direct line)
- (314) 244-7900 (clerks office main line)

◎ Additional Practice and Training

- Computer Based Training
- Administrative Procedures
- Civil & Criminal Event Lists